



Arlington Contributory Retirement Board

Date: March 29, 2018

Time: 4:30 PM

Location: Senior Center Ground Floor Conference Room

Minutes

Board Members present: Chairman John Bilafer, Richard Keshian, Kenneth Steele, and Kenneth Hughes. The Ex-Officio position is still open as of this meeting.

Guest: Stephan Georgacopoulos, Manager of Business Development for Pension Technology Group

Call to order Special Meeting

Chairman Bilafer called the Special Meeting to order at 4:30 P.M

COLA Vote

Mr. Greco informed the Board that as instructed at the February Board Meeting he confirmed with Human Resources Director Caryn Molloy that the unions will be receiving increases. Based on Mr. Greco's information pursuant to Chapter 32, Section 103(i), Mr. Steele made a motion to approve a 3% of \$ 15,000.00 Cost of Living Adjustment, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Adjourn

At 4:45 PM Mr. Steele made a motion to adjourn the meeting, seconded by Mr. Hughes. The motion was approved by unanimous vote

Call to order Regular Monthly Meeting

Chairman Bilafer called the regular meeting to order at 4:45 P.M

Pension Technology Group scanning presentation

Mr. Georgacopoulos explained to the Board the disaster recovery scanning of documents process for active and retiree files. Mr. Georgacopoulos show the board during his presentation how the files will look on the Pension Technology Group software and that the process would take about 2 to 4 weeks to complete. Mr. Georgacopoulos informed the Board that Pension Technology uses Morgan Records Management to perform the scanning and importing of the records. Mr. Georgacopoulos said all of Morgan's employees scanning the documents are

100% Hippa compliant and have had background checks completed. Chairman Bilafer instructed Mr. Greco to set up a time with Mr. Georgacopoulos and Morgan Records Management so they can review the Board files and give the Board an estimate of the cost. Mr. Georgacopoulos thanked the Board and left the meeting.

Motion and vote to approve Expense Warrants #4-2018, #5-2018 and #6-2018, and Payroll Warrant March 2018

After review and discussion, Mr. Keshian made a motion to approve the Expense Warrants #4-2018, 5-2018 and the March 2018 Payroll Warrants for payment, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion and vote to approve Minutes for February 22, 2018

After review and discussion Mr. Keshian made a motion to approve the February 22, 2018 Minutes, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion and vote to approve Closed December 2017 Trial Balances

After review and discussion Mr. Keshian made a motion to approve the Closed December 2017 Trial Balance, seconded by Mr. Hughes. The motion was approved by unanimous vote

Motion to approve new town member

After review and discussion Mr. Steele made a motion to approve the new town members listed below, seconded by Mr. Keshian. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Austin Broderick	02-26-2018	9+2%	Tree Climber
Henry Donham	03-03-2018	9+2%	Patrol Officer
Orhan Hakioglu	03-19-2018	9+2%	Tree Climber
Stephan Nesterak	03-12-2018	9+2%	Facilities Director
Veronica Rodriquez	03-14-2018	9+2%	Librarian

Motion to approve new school members

After review and discussion Mr. Hughes made a motion to approve the new school members list below, seconded by Mr. Keshian. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Dakota Blais	01-24-2018	9+2%	Teacher Assistant
Charlie Phachansiri	02-26-2018	9+2%	Custodian
Nathan Pursley	02-26-2018	9+2%	Teacher Assistant
Jeffrey Rikeman	03-12-2018	9+2%	Custodian
Ryan Williamson	03-19-2018	9+2%	Teacher Assistant

Motion to approve retirement application for Selma Winstanley, Karen Kelley and Fred Lamburn.

After review and discussion Mr. Steele made a motion to approve the retirement applications of Selma Winstanley, Karen Kelley and Fred Lamburn, seconded by Mr. Hughes. The motion was approved by unanimous vote

Name	DOB	Creditable Service	Group	Dept/Pos	Veteran Status	Retirement Option	Date
Selma Winstanley	4-17-1937	19 Years 7 Months	1	Comptroller/ Telephone Operator	N	A	2-28-2018
Karen Kelley	5-04-1962	32 Years 0 Months	4	Police/ Patrolman	N	C	3/31/2018
Fred Lamburn	4-13-1946	10 Years 0 Months	1	Planning/ Building Craftsman	N	C	4/28/2018

Motion and vote a rollover of pre -tax accumulated deductions for Sophia Sayigh in the amount of \$ 11,516.20 and a refund of \$ 7,394.73 of post-tax accumulated deduction. Ms. Sayigh had 6 years and 6 months of creditable service working for the Town at the Library.

After review and discussion Mr. Steele made a motion to approve Ms. Sophia Sayigh refund of accumulated deduction, seconded by Mr. Keshian. The motion was approved by unanimous vote

Motion and vote a rollover of accumulated deductions for Dean Arnold in the amount of \$ 2,381.88. Mr. Arnold had 4 months of creditable service working for the Town as an Energy Manager.

After review and discussion Mr. Keshian made a motion to approve Mr. Dean Arnold's rollover of accumulated deduction, seconded by Mr. Steele. The motion was approved by unanimous vote

Motion and vote a rollover of accumulated deductions for Anne Dailey in the amount of \$ 2,016.02. Ms. Dailey had 1 year and 2 months of creditable service working for the Schools as a Teacher Assistant.

After review and discussion Mr. Keshian made a motion to approve Ms. Anne Dailey's rollover of accumulated deduction, seconded by Mr. Steele. The motion was approved by unanimous vote

Motion and vote a rollover of accumulated deductions for Amanda Ackerson in the amount of \$ 1,050.08. Ms. Ackerson had 7 months of creditable service working for the Schools as a Teacher Assistant.

After review and discussion Mr. Keshian made a motion to approve Ms. Amanda Ackerson's rollover of accumulated deduction, seconded by Mr. Steele. The motion was approved by unanimous vote

Robert Cronin Vet Status

Mr. Greco informed the Board that in Mr. Cronin's file was a signature from the registered mail when it was mailed to him in 2002 regarding his veterans time. The postal receipt was signed by a women whose last name was not Cronin. Mr. Cronin when showed postal receipt stated that the signature was that of his mother-in-law who was living with him and his wife at the time do to her memory issues. Mr. Cronin states he never was given the letter and requested that he be granted another opportunity to purchase his 5 months of active service from the military. After review and discussion Mr. Hughes made a motion to allow Mr. Cronin the opportunity to purchase his military time back provided his purchase it in full, seconded by Mr. Steele. The motion was approved by unanimous vote

Motion and Vote on ADR Kevin Sullivan

After review and discussion based on the Treating Physician's Statement provided to the Board on behalf of Mr. Sullivan Mr. Keshian made a motion to approve Mr. Sullivan's ADR application, seconded by Mr. Hughes. The motion was approved by unanimous vote

New Business**Paul Comeau 90C Classification**

Mr. Greco reviewed with the Board the Mr. Comeau's inquiry. Mr. Comeau is a 90C and feels he should be in the same grade as the current custodial supervisor. Human Resource Director Caryn Malloy provided documentation to the Board which will be in Mr. Comeau's file as to why the position of Custodial Supervisor is now classified in a higher level on the pay plan. After review and discussion Mr. Keshian made a motion that in keeping with the Board's prior practice that when a position is changed the retiree remains in the classification that they were in when they retired and this be the case for Mr. Comeau, seconded by Mr. Steele. The motion was approved by unanimous vote

2017 Annual Statement

After review and discussion Mr. Keshian made a motion to approve 2017 Annual Statement, seconded by Mr. Steele. The motion was approved by unanimous vote

Adjourn

At 6:25 PM Mr. Steele made a motion to adjourn the meeting, seconded by Mr. Keshian The motion was approved by unanimous vote

Respectfully submitted,

Richard S. Greco
Retirement Administrator

John J. Bilafer, Chairman and Elected

Richard Keshian, Appointed

Ken Steele, Board Appointed

Kenneth Hughes, Elected

Not Filled

Comptroller, Ex-Officio